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ABSTRACT

General procedures, policies, and services of the university are outlined in the 1975 edition of the handbook. More detailed information in some areas may be found in other university publications, and a complete set of State University System Rules and Regulations is not included. This handbook is organized into the following sections: university organization and administration; affirmative action policy; faculty welfare; academic relationships; learning resources services; university and faculty services; student life and development; master calendar; institutional relations; and the State University Board. Specific details are offered on faculty appointment and promotion, insurance, absences, retirement, fringe benefits, academic standards, course load, grading, attendance, advising, class schedules, continuing and summer education, and faculty-community relations. (LBH)

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FACULTY HANDBOOK 75-76 ST. CLOUD STATE UNIVERSITY

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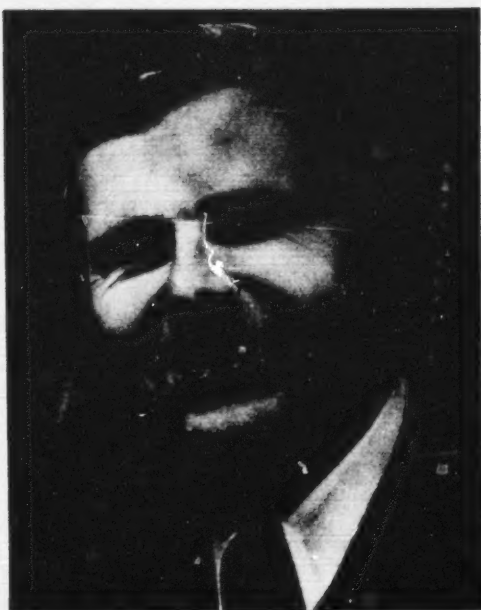
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Greetings

The purpose of this publication is to acquaint faculty members with general procedures, policies and services at St. Cloud State University. Although it will be especially helpful to newcomers, the booklet contains much useful information for all faculty. Please read it completely and keep it handy for reference.

More detailed information in some areas may be found in other university publications, particularly the *General Bulletin* and *Graduate Bulletin*. A complete set of State University System Rules and Regulations is not included in this booklet. However, copies have been widely circulated and are available to faculty upon request.

Although the contents of this handbook are revised annually, some changes may occur during the school year. These changes will be announced in memos, at faculty meetings and through faculty newsletters.

Additional copies of this handbook may be obtained from Information Services, Administrative Services Building.

Charles J. Graham
President

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University Organization And Administration

STATE UNIVERSITY BOARD

The governing body for the seven Minnesota State Universities is the State University Board, established by and responsible to the Legislature of the State of Minnesota. It is composed of nine members appointed by the Governor and the State Commissioner of Education, who is an ex-officio member.

The Chancellor of the State University Board manages the board's central office in St. Paul, conducts studies, reviews budgets and acts as coordinator for the State University System.

STATE DEPARTMENT OF ADMINISTRATION

The procedures outlined in Chapter 431, Session Laws 1939, known as the Reorganization Act of 1939 regarding purchasing and budgeting, contracts, editing and the establishing of accounting and bookkeeping methods, apply to the state universities. Calls for quarterly budgets are issued by and budgets are submitted to the Budget Division of the State Department of Administration. All purchasing and printing must clear through the State Purchasing Division. The Public Examiner makes periodic audits of the financial transactions of the state universities.

St. Cloud State University's Business Office initiates procedures by which faculty members make purchases and obtain supplies. (See "Requisitioning and Obtaining Supplies" under the section on Services.)

UNIVERSITY ORGANIZATION

General organization and policies for all Minnesota State Universities are found in the State University Board Rules and Regulations, revised in 1971. All faculty members should have a copy of these regulations. Local governing procedures are provided for in the new Constitution of St. Cloud State University.

Affirmative Action Policy

PURPOSE. This Affirmative Action Program is adopted as an Administrative Procedure in accordance with SCB 202 and 304(e); Executive Order No. 76, as amended; the State of Minnesota Affirmative Action Policy; and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972. All previous Affirmative Action and Equal Opportunity Programs, policies, positions and commissions are hereby revoked and abolished insofar as they are inconsistent with the provisions contained herein.

POLICY STATEMENT. It is the policy of the State University System to assure that, insofar as vacant positions exist, qualified applicants are recruited and employed, and that employees are treated equally during their employment without regard to race, creed, color, national origin, religion, age, reliance on public assistance, physical disability, marital status or sex, unless sex is a bona fide occupational qualification. Furthermore, the following principles are adopted and endorsed:

1. The State University Board, the Chancellor and the officers of the seven State Universities do hereby declare their absolute support for the rights of women and minorities to equal employment commensurate with their qualifications and to equal compensation for that employment.
2. The State University System shall make a determined effort to seek out, hire, and promote minority and women faculty and staff.
3. Within the State University System, each institution shall have as its goal a faculty that reflects at each level at least the percentage of women and minorities completing graduate degrees and seeking state university teaching positions within the respective disciplines represented at each State University.
4. Salaries of women and minorities in the State University System shall be comparable to those of persons with similar qualifications in similar positions.
5. Within the State University System informal practices which result in the refusal to employ more than one member of a family on the basis of family relationship shall be discontinued wherever they exist.
6. Each State University shall examine its tenure and promotion system to insure that this system does not discriminate against women and minorities.

7. Within the State University System qualified women and minorities shall be promoted and appointed to administrative vacancies and, thereafter, an effort in good faith shall be made to retain a significant number of women and minority administrators.
8. Within the State University System, flexibility should guide faculty appointments, facilitating easy transition between full and part-time appointments. Furthermore, the System shall work for changes in state law and policies so that part-time positions carry with them salaries, benefits, and prospects for tenure which correspond to the time involved in such appointments.

Faculty Welfare

APPOINTMENT AND PROMOTION GUIDELINES. (Adopted by the Faculty Senate on March 7, 1974.)

PROFESSOR: For appointment at or promotion to the rank of professor, the highest academic rank which the institution can grant, major considerations will be excellence in teaching, scholarship, and professional development. A minimum of ten years of full-time college teaching experience (or other appropriate professional experience, a maximum of five years of which can be counted) shall also be required for appointment at or promotion to this rank although it should be clearly understood that time in rank alone is not sufficient justification for a promotion recommendation. The earned doctorate in the discipline in which he/she holds the appointment or other appropriate terminal degree is required.

ASSOCIATE PROFESSOR: For appointment at or promotion to the rank of associate professor, the person must demonstrate excellence in teaching, definite evidence of scholarship, and professional development. A minimum of seven years of full-time teaching experience (or other appropriate professional experience of which a maximum of three years shall be counted) shall be required. An earned doctorate or other appropriate terminal degree in the discipline in which the appointment is made shall also be required. Again, it should be stressed that the experience and academic attainment minimums alone are not to be regarded as sufficient justification for a promotion recommendation.

ASSISTANT PROFESSOR: A person who has the earned doctorate or other appropriate terminal degree in the discipline in which the appointment is made is eligible for appointment at the rank of assistant professor without regard to experience. A person who completes the terminal degree while on the staff is eligible for promotion to the rank of assistant professor without regard to experience. For the person who does not hold the doctorate or the terminal degree, appointment at or promotion to the rank of assistant professor shall be based on a minimum of four years of college teaching experience (which may include a maximum of one year of other appropriate professional experience) and evidence of significant progress toward the completion of the terminal degree program in the discipline in which the appointment is made. Significant progress here is defined as completion of all course and language proficiency requirements and the passing of preliminary examinations for the doctoral candidate, and a comparable degree of progress toward completion of other terminal degrees.

INSTRUCTOR: The rank of instructor is the beginning level in college and university teaching, and as such has the minimal requirement of the completed master's degree in the discipline in which the appointment is made. There is no experience requirement.

STATE COLLEGE BOARD RULES / APPROVED 1971 DEFINITION AND APPOINTMENT OF FACULTY MEMBERS

SCB 702/TERMS OF APPOINTMENT. The terms and conditions of every appointment to the faculty of a College shall be stated or confirmed in writing, and a copy of the appointment document shall be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understandings, or any notice which either party is required to provide, shall be stated or confirmed in writing and a copy given to the faculty member. A State College shall normally notify all faculty members of the terms and conditions of their appointments by April 15 of each year unless the legislature has not acted to appropriate funds, in which case the College shall provide faculty members with as much information about the terms and conditions of their appointments as is available by that date.

SCB 703/FACULTY RANKS. Faculty members shall be assigned to one of the following ranks: professor, associate professor, assistant professor, instructor, or such other ranks as may be designated by the College. College Constitutions or Regulations shall delineate the qualifications and procedures required for appointment or promotion to each rank; however, no faculty member can be assigned a rank lower than the one he holds at the time these rules are adopted.

SCB 704/TYPES OF APPOINTMENTS.

- (a) **Appointments with Tenure.** An appointment with tenure means that the individual holding such an appointment holds it in his highest permanent rank for an indefinite term within the institution and is not reappointed annually. It means further that the individual may be dismissed only for adequate cause (See SCB 708) and in accordance with procedures which meet the generally accepted standards of the academic profession and of law, and more specifically the procedures guaranteed in SCB 209 - SCB 211, SCB 708 - SCB 713, and College Constitutions. Tenure granted under the Rules and Regulations in effect prior to the adoption of these Governing Rules shall be valid under these Governing Rules. To hold an appointment with tenure does not mean, however, that the individual holding such an appointment will not be evaluated or that such evaluations will never result in the imposition of formal sanctions, including dismissal for cause.
- (b) **Probationary Appointments.** A probationary appointment means that the individual holding such an appointment holds it for a contractually stated term, but that during such term he is being evaluated for purposes of determining whether or not at some fixed point in time he will be offered an appointment with tenure.
- (c) **Fixed Term, Non-probationary Appointments.** A fixed term, non-probationary appointment means that the individual holding such an appointment should not expect that the College will require his services beyond the time stated in his current contract. Such an appointment is to be made only in special circumstances. Occasionally a College may offer additional contracts. A College may offer a probationary appointment to an individual who has previously held a fixed term, non-probationary appointment.

SCB 705/PROCEDURES RELATIVE TO APPOINTMENTS WITH TENURE.

- (a) **Time Schedule.**
 - (1) An appointment with tenure may be granted to a faculty member after he has been employed in a College for a minimum of two years and a maximum of seven years with exceptions to the minimum to be determined in accordance with the College Constitution. An appointment with tenure shall be granted to a faculty member who has been employed in a College for a maximum of seven years and has been employed for an additional year.
 - (2) SCB 705 (a) (1) shall apply to faculty members whose service begins after the adoption of these Governing Rules by the State College Board. Faculty members employed prior to that time receive appointments with tenure in accordance with the schedule in effect at the time of their appointment, unless a given faculty member and his President agree in writing that said faculty member may elect to receive tenure in accordance with the time schedule in these governing rules.
- (b) **Ineligible Service.**
 - (1) Appointments involving only off-campus teaching, evening teaching, part-time teaching, or summer school teaching assignments shall not apply toward eligibility for an appointment with tenure, unless the individual and the College agree in writing to the contrary and the agreement has been approved by the Board.
 - (2) Time spent on leave of absence shall not count as probationary service unless the individual and the College agree in writing to the contrary at the time leave is granted.
- (c) **No Tenure in an Administrative Position.** An administrative officer of the College who also holds an appointment on the faculty with tenure does not hold his administrative appointment with tenure. All administrative appointments are for terms established by the State College Board (in the case of Presidents) and by the Presidents (in the case of all other College administrative officers). This means that a faculty member is entitled to retain his tenured appointment in his highest academic rank and not in any administrative position.

SCB 706/PROCEDURES RELATIVE TO PROBATIONARY APPOINTMENTS.

- (a) **Time Schedule.** Probationary appointments may be for one year, or for other stated periods, subject to renewal. The total period of full-time service, prior to the acquisition of tenure, shall not exceed seven years. This seven year period shall include service in fixed-term, non-probationary appointments in the College and all previous full-time service in other institutions of higher learning, with the following exceptions:
 - (1) The probationary period may extend to as much as four years, even if the total full-time service in institutions of higher learning thereby exceeds seven years; the term of such extensions shall

be stated in writing at the time of initial appointment, and may, with the mutual consent of the appointee and the President expressed in writing, be extended to as much as six years.

- (2) A faculty member who has tenure at another institution of higher learning may be employed by a State College with the understanding, stated in writing, that the appointment does not grant tenure at the College. Employment beyond a third year shall automatically grant tenure.
- (b) Notification of Non-reappointment. Written notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of his appointment as follows:
 - (1) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that academic year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
 - (2) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
 - (3) At least twelve months before the expiration of an appointment after two or more years of service at the institution.

SCB 707/TERMINATION OF APPOINTMENT BY A FACULTY MEMBER. A faculty member may terminate his appointment effective at the end of an academic year, provided that he gives notice in writing at the earliest possible opportunity but not later than May 15 or 10 days after receiving notification of the terms of his appointment for the coming year, whichever date occurs later. The faculty member may request a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial professional advancement or opportunity.

STATE COLLEGE BOARD INTERNAL RULE / AMENDED 1/17/75

SCBIR 12/(INTERIM) PROCEDURES FOR NON-RENEWAL OF UNTENURED FACULTY CONTRACTS.

- (a) Commencing with any notifications of non-renewal of contract given after December 1, 1971, to untenured faculty members within the Minnesota State College System, pursuant to SCB 706 of the Governing Rules, this policy shall apply.
- (b) Local Decisions Not To Renew Contract
 - (1) Consistent with the provisions of State College Board rules (or sub-rules), and particularly with paragraph "(i)", below, each college shall, through its constitution or college regulations, develop internal procedures to be followed in arriving at decisions not to renew the contract of an untenured faculty member.
 - (2) Such procedures shall assure that such decisions are arrived at in time to allow notice at or prior to the time specified in SCB 706 (b).
 - (3) A college may informally communicate with a faculty member concerning the non-renewal of his contract at any time but it must formally notify him in writing, at or prior to the time specified in SCB 706 (b), of a decision not to renew his contract. A copy of this operating policy, in its entirety, shall accompany every such formal notice of non-renewal.
- (c) Within fourteen (14) calendar days following receipt of the notice of non-renewal, the faculty member may in writing, through the office of the president, demand a review of the decision not to renew his contract, subject to the conditions set forth below.
- (d) Each college, within fourteen (14) calendar days following receipt of the demand for review, shall provide the faculty member with a written statement of the reasons or evaluations which were determinative in the decision not to renew his contract.
- (e) Review Process
 - (1) Subsequent to the furnishing of written reasons, pursuant to (d), above, the college, by regulations or through its constitution, may, but need not, provide any mediation process which it

desires. If provided, such mediation process shall be utilized prior to the holding of the hearing called for in (g), below.

- (2) The hearing specified in (g), below, shall be held in every case where review is demanded, unless a mediation process, as authorized above, is utilized and resolves the matter or unless the parties mutually agree at any time that such a hearing need not be held.
- (3) The hearing shall be conducted by a committee or agent established by each college by constitution or regulation. At its discretion, a college may elect to utilize, for this purpose, the Faculty Hearing Committee created by SCB 709 or it may elect to utilize another committee or agent. In every case arising under this policy, the procedure for the hearing shall be that specified herein.
- (4) Within a reasonable time after the demand for review (or within a reasonable time after the termination of the mediation process at a college where said process is provided), the committee or agent shall set a date for a hearing of the matter as called for in (g), below. At least fourteen (14) days advance notice of the hearing shall be provided to the faculty member and to the administration.
- (5) Nothing in this rule shall be construed as limiting in any way the power of the president and faculty member to agree mutually on a resolution and disposition of the faculty member's case, at any time.
- (f) Unless a college provides otherwise in its constitution or regulations, the committee or agent shall, by majority vote, exclude from its proceedings and deliberations, in a given case, any member whom it believes has or has had an involvement, bias, or prejudice regarding the case of a particular faculty member seeking review.
- (g) Hearing. The hearing conducted by the committee or agent shall:
 - (1) Be limited in scope to determining whether:
 - (A) The various college agencies and individuals charged by the college constitution or by the college regulations with making recommendations concerning the decision not to renew the contract of the faculty member affected, failed to follow the Governing Rules (or sub-rules thereunder) or the college constitution or regulations, or
 - (B) The decision made in regard to the faculty member was:
 - (i) Wholly contrary to fact, or
 - (ii) Wholly without reason, or
 - (iii) Based on matters violative of constitutional rights.
 - (2) Not be open to non-participants, unless the faculty member demanding it shall request, in writing, at any time, that the hearing be open. If he shall so request, the hearing shall be open to the public.
 - (3) Be recorded in its entirety either, a. the option of the committee or agent, by a qualified shorthand reporter or through electronic means.
 - (4) Allow counsel and a faculty advisor(s), or both, for the faculty member and the college to be present and participate, and to make opening and closing statements, if they so desire.
 - (5) Place the burdens of proof, of going forward with a case and of going forward with the evidence upon the faculty member, who, in person or through his counsel or an advisor, may make a statement, call witnesses in his behalf and introduce any and all evidence acceptable to the committee or agent.
 - (6) Allow the college the same opportunity to present testimony of its personnel, call witnesses on its behalf and introduce evidence.
 - (7) Allow witnesses to be questioned by the party to the controversy other than the one calling upon them to testify.
 - (8) Not be restricted to the formal rules of evidence as used in courts of law and shall allow the introduction of evidence which might not normally be admissible in such courts. The committee

or agent may admit evidence which possesses probative value commonly accepted by reasonable prudent men in the conduct of their affairs. It may, in its discretion, exclude incompetent, irrelevant, immaterial and repetitious evidence and shall give all evidence introduced such weight as it thinks is deserved, if any.

- (9) Beyond the procedures mandated by this policy, it is not the contemplation of the Board that the hearing be a strictly legalistic procedure, and, within the above limits, the committee or agent is encouraged to conduct as informal a proceeding as the nature of the case may allow.
- (h) Within a reasonable time following the conclusion of the hearing, the committee or agent shall submit its report and recommendation to the president, making findings within the scope of paragraph (g) (1), above.
- (i) The president shall review the findings, report and recommendation. The final decision regarding renewal of the faculty member's contract shall be made by the president, pursuant to the authority given him by SCB 602 (c).
- (j) Subsequent to the hearing, the faculty member or college may obtain, each at his or its own expense, a written transcript of the record.
- (k) Petitions
 - (1) Nothing in this policy shall be construed as precluding the right of a faculty member to petition the State College Board for a redress of any grievance which he believes he may have incurred, as provided in SCB 201, except that such petition may not be taken unless and until all procedures authorized and mandated by this policy have been utilized and exhausted.
 - (2) Such petitions will be handled by the Board, through the Chancellor, only in the manner specified in its Internal Rules or Operating Policies. The Board will consider petitions only in cases in which it is made to appear to the Board's satisfaction that major and substantial violations of this Internal Rule 12 have occurred at the college level.
- (l) At any time in the course of proceedings undertaken under this policy, the faculty member requesting such proceedings may withdraw his request, in writing, and such proceedings shall cease forthwith and may not again be resumed.
- (m) Regardless of the present status of its constitution or regulations in relation to the new Governing Rules, and notwithstanding anything in this policy to the contrary, each college shall take such steps as may be required to implement this policy on an interim basis, commencing immediately.

FACULTY EVALUATION PROCESS. The faculty evaluation process approved by the Faculty Senate on March 7, 1974 is available in the Office of Academic Affairs.

TENURE. No faculty member holding less than a master's degree may attain permanent tenure, nor may the period of time served prior to receiving a master's degree be applicable toward tenure. Appointments involving only off-campus evening, part-time or summer quarter teaching assignments do not apply toward establishing tenure.

An appointment with tenure may be granted to a faculty member after he has been employed in a college for a minimum of two years and a maximum of seven years with exceptions to the minimum to be determined in accordance with the University Constitution. An appointment with tenure shall be granted to a faculty member who has been employed in a college for a maximum of seven years and has been employed for an additional year.

A faculty member on permanent tenure may be dismissed upon recommendation of the President and appropriate action by the State University Board. Reasons for dismissal may be inability to perform in a manner consistent with professional standards and competence, academic dishonesty, inaccurate information, disrespect for persons and property, willful neglect of duties, physical or mental disability, or discontinuation or reduction of a program or academic unit. Formal, written charges are required and the faculty member is entitled to a hearing by the State University Board.

LEAVE. Unclassified employees holding 12-month appointments shall accrue annual leave with pay according to length of continuous service with the State of Minnesota -- 0-20 years = 22 days, 21-25 years = 24 days, 26 years and over = 26 days. Vacations must be approved by the President. Other unclassified employees do not accrue annual leave. (See SCBIR 2).

Fifteen days of sick leave is credited to all new full-time faculty members at the time of their employment to cover possible disability during the first 15 months of employment. Beginning with the 16th month of employment, a full-time faculty member is credited with one additional day of sick leave for each succeeding month (part-time faculty earn proportionately) cumulative to a total of 100 days. Sick leave, which must be

granted by the President, also covers the faculty member's absence because of illness or death in the immediate family.

Faculty members are eligible to apply for sabbatical leave after having been a full-time faculty member for at least six years. Sabbatical leaves normally are granted for one academic year at the rate of one-half of the regular salary. A leave also may be granted for one quarter on full pay. A faculty member must return to the university for at least one academic year after his sabbatical leave. If he fails to do so, he is required to refund the money he received from the university during that period.

Faculty Improvement Grants are available to encourage members of the faculty to improve their academic capabilities. Specifically, these grants are intended to provide faculty an opportunity to (1) pursue a terminal degree in their chosen field or specialization; (2) pursue post-doctoral study; (3) travel to other institutions for short periods of time to observe learning processes leading to the improvement of their own teaching or advanced study; or (4) conduct on-campus study relative to the improvement of teaching at St. Cloud State University. Special consideration is given to those applicants who have made progress toward completion of a doctorate or other terminal degree.

All unclassified personnel at St. Cloud State University are eligible to apply for Faculty Improvement Grants. Generally, a minimum of two academic years of service at this university is required of all applicants for the grant. Recipients shall agree to return to St. Cloud State University for a period of time, exclusive of summer terms, equal to the time included in the grant.

Maximum grants are in the amount of \$100 per week, including summer terms, not to exceed a maximum of \$2,000. Ordinarily, an individual is not eligible to receive more than two ten-week grants within a five-year period. Faculty are not eligible to receive a Faculty Improvement Grant and a Sabbatical Leave simultaneously.

The State University Board also may grant other kinds of faculty leaves without pay.

Matters pertaining to faculty reappointment, promotion, tenure and sabbatical leave are considered by Faculty Senate committees before recommendations are made, through administrative channels, to the President and the State University Board. Specific information concerning these procedures may be obtained from department chairpersons, college deans, the Vice President for Academic Affairs, Vice President for Administrative Affairs and the President.

HOSPITAL-MEDICAL-LIFE INSURANCE

A group plan of hospital (Blue Cross), medical (Blue Shield) and level term life insurance applies as follows for employees:

Employee 3/4 time or more - coverage provided at no cost to employee; enrollment mandatory.

Employee 1/2 to 3/4 time - coverage available if desired; employee pays premium.

Employee less than 1/2 time - coverage not available.

Hospital-medical coverage for dependents of the employee is available only as an elected option and only while the employee is covered, and then on an employee-pay basis. Faculty who change time-basis must contact the Personnel Office if such change affects their insurance eligibility or premium liability status. During the period basic hospital-medical coverage is in force, certain optional and additional coverages, both for the employee and for dependents, are also available. Inquire about these options when you enroll for your group insurance.

For new faculty members, there is a waiting period of from 4 to 6 weeks, depending on the individual's starting date, before hospital, medical, and life coverage is effective.

Upon attaining age 65 every faculty member and/or insured dependent must enroll in Part A (the hospital portion) of Federal Medicare. Failure to do so makes inoperative the hospital portion of the employee group insurance with the consequence that no hospital benefits are payable under either program. It is recommended that when a person enrolls for Medicare Part A, enrollment also be made for Medicare Part B (doctor charges) because of Federal time limits applicable to eligibility for Part B enrollment. For up-to-date Social Security-Medicare information contact the Social Security Administration (in St. Cloud: Federal Building, St. Germain Street, 251-1383).

FACULTY ABSENCES

OFFICIAL PROFESSIONAL ABSENCES. Faculty members who wish to be absent from their regular duties for professional reasons are requested to fill out an official absence form available from their department chairperson at least three days prior to the proposed absence. Purpose of the form is used to enable university officials to locate a faculty member in case of emergency and for workmen's compensation in case of accident. Reporting to the department chairperson also will help assure providing for the absentee's work.

PERSONAL ABSENCES. Staff members finding it necessary to be absent for personal reasons (as defined by the State University Board Regulations) should also follow the above procedure. Such requests will then be forwarded to the President's Office. Absences which fall under "sick leave" or "emergency leave" will be

credited to that leave. For other personal absences the appropriate amount will be deducted from the faculty member's next paycheck.

These procedures also are to be followed during final examination week.

FACULTY RECORDS AND PERSONNEL FILE

The President's Office maintains a personnel file for each faculty member. New faculty members must fill out a Faculty Personnel Form and submit this to the President's Office with a transcript of credits, credential file, and verification of date of birth.

All faculty members should inform the President's Office of additional study, any books or articles published and appointments to offices or special assignments in professional organizations. Any other information concerning personal achievement or recognition should be forwarded to the President's Office for inclusion in the personnel file.

PAYROLL INFORMATION

Before a pay check can be issued, the faculty member must have filled out the Withholding Exemption Certificate W-4 and the Teachers Retirement Association (TRA) information sheet. In addition, the faculty member must elect a 9 or 12-month pay plan. This pay option is available only to full-time faculty. Normally this information is requested with each new contract issued from the President's Office. The forms also may be obtained from the payroll clerk in the Business Office.

If you take a leave of absence or resign, check with payroll/personnel before you go, regarding health insurance, retirement plan and forwarding address.

Within the first several weeks of your employment you will have an opportunity to complete a Minnesota Group Insurance Enrollment Card. Notices explaining the procedure will be posted.

Each pay period is of two weeks duration, with pay checks issued every other Friday. The first pay day of the 1975-76 academic year is Friday, September 26.

MANDATORY RETIREMENT

A faculty member is required by law to retire at the end of the academic year in which he or she reaches the age of 65. August 31 is regarded as the end of an academic year. Faculty members who are required to retire without completing the minimum number of years of service to qualify for a full retirement annuity are entitled to apply for a proportionate retirement annuity based on length of service.

RETIREMENT PLANS

Faculty of St. Cloud State University are included under Social Security. In addition, faculty are members of the Minnesota Teachers Retirement Association and 4% of all gross pay is withheld as a TRA contribution. This amount is matched at least 100% by the State of Minnesota.

TRA ANNUITY PROGRAM. Before June 30 of the academic year of employment, a faculty member must elect the type of annuity program desired. There are two options: a Formula Program; Combined Formula and Variable Annuity Program. Should the faculty member neglect to declare an option by the June 30 deadline, enrollment in the Formula Program is automatic.

SUPPLEMENTAL RETIREMENT. University faculty also participate in a mandatory Supplemental Retirement Plan. Under this plan, 5% of fiscal year 7/1 through 6/30 earnings in excess of \$6,000 through \$14,999.99 is withheld. Deductions do not begin until cumulative fiscal year earnings reach \$6,000. The plan is applicable beginning with the third year of employment.

A resigning faculty member desiring a refund of contributions under either or both plans may secure refund application forms at the Personnel Office. Retirement plan brochures are available at the Personnel Office.

WORKMEN'S COMPENSATION

By statute, the State of Minnesota is bound by the provisions of the Workmen's Compensation Act in regard to its employees. Should an injury arise out of your employment, you must file an injury report form. Filing procedures may be completed at the Personnel Office.

If illness or injury arises out of non-occupational causes, you may seek coverage from your group insurance by having the doctor or hospital fill out the claim forms.

Academic Relationships

Responsible to the Vice President for Academic Affairs are the college deans and department chairpersons together with directors of Admissions and Records, Center for Economic Education, Central Minnesota Historical Center, Continuing Education, External Studies Program, International Programs, Academic Computer Services, The Dean of Learning Resources Services and the Graduate School.

ACADEMIC DEFICIENCIES. When students fail to maintain a "C" average for any given quarter, their academic work for that quarter is unsatisfactory.

Whenever students' cumulative honor point ratios fall below the minimum level, they will be placed "on trial" the following quarter of enrollment.

Quarters in attendance	Minimum HPR
After 1 quarter	----
2	1.40
3	1.70
4	1.90
5	2.00
or more	

Students "on trial" must earn at least a "C" average during the trial quarter. A mark of incomplete does not meet this requirement; any incompletes must be removed before the student is allowed to enroll for another quarter. If students fail to obtain a "C" average during the trial quarter they will be dismissed from the university for the period of one calendar year. If there are extenuating circumstances a student may appeal this dismissal to the Admissions and Retention Committee through the Office of Admissions and Records.

Students who are on trial may not complete registration for the following quarter until it has been determined that they have met the conditions of the trial quarter.

The Admissions and Retention Committee studies the university's selective retention policies and makes recommendations for changes to the University Senate. This committee also holds hearings for students who petition for deviations from selective retention policies. Membership of the committee includes the Director of Admissions and Records (chairperson), Admissions Counselor, Director of High School and Community College Relations, a representative from the Office of Academic Affairs, a representative from the Office of Student Life and Development, and four faculty members elected for staggered two-year terms.

ADVISING. A strong advising program is essential to the academic program of the university. Most faculty members share in the responsibility of advising either beginning students or students who have been admitted to a major program of study. Faculty advisers assist students with their academic planning and provide guidance in other collegiate areas. General education advising is administered by the Assistant Vice President for Academic Affairs; major-minor advising by the college deans.

ATTENDANCE. The university regards class attendance as the personal responsibility of each student. Upon enrollment in a course the student becomes accountable for all the requirements of the course. It is the practice for the student to give his instructor, if possible in advance, the reason for his absence. Members of the faculty will report to the Office of Student Life and Development the name of any student whose repeated absence is impairing his work.

The instructor is thus responsible for the class attendance policy in his classes. At the beginning of the quarter, such policy should be clearly stated and understood by all students enrolled.

CLASS LISTS. Preliminary class lists are sent to instructors on the second day of the quarter. Final class lists are sent the tenth day of the quarter. Faculty members must check the class list with the students who are in attendance in each class. The students whose names are not included on the class list must report to the Office of Admissions and Records to make the necessary changes so that they will be in the correct section of each course. Each faculty member is responsible for making this attendance check and follow-through. Grades are submitted on class lists which are sent to instructors during final week.

CLASS SCHEDULES. Class and classroom assignments must remain as scheduled until cleared through the office of the appropriate college deans.

Class schedules for the close of the quarter, before vacations and during final examination week will be followed strictly. Using free hour periods, even with the consent of members of the class, is not permitted without approval by the appropriate college dean.

CLASS CHANGES AND WITHDRAWALS. A student may change his program prior to the start of classes. These withdrawals will not be recorded on the student's record. A student may withdraw from a class with a mark of "W" any time prior to final examination week. After that time, students who withdraw from a class will receive a mark of "E" except when the withdrawal is due to circumstances beyond his control. In such situations, the Director of Admissions and Records and the Vice President for Academic Affairs may approve a mark of "W". During summer terms, a student may withdraw from a class with a mark of "W" any time before the end of the term.

CLASSROOM USE. It is the responsibility of the appropriate college dean to assign rooms for class purposes. When such classrooms are assigned, no change may be made except by the appropriate college dean.

Meetings to be held in classrooms after 6 p.m. will be in rooms assigned by the Office of Student Life and Development.

University policy prohibits smoking in classrooms by either students or faculty. A number of smoking areas are designated on the campus in addition to faculty offices.

Except when a student or faculty member uses a seeing-eye dog, dogs, cats, or other animals are not permitted in classrooms or academic buildings.

ACADEMIC COMPUTER SERVICES. Academic Computer Services' primary responsibility is to coordinate the activities of academic computer users and provide the hardware, software, and personnel required to support computer related curriculums.

Several modes of accessing a computer are available:

1. Time-sharing with multi-language capability and an extensive program library is provided by a Univac 1110 located in St. Paul, Minnesota and operated by the Minnesota Educational Computing Consortium (MECC).
2. Access to the CDC-6400, located at the University of Minnesota-Duluth, provides our users with a multi-language time-sharing environment.
3. Local time-sharing, using the FOCAL language, is provided by a mini-computer, namely the DEC PDP-8.
4. Academic batch processing is accomplished via a high-speed terminal to a Univac 1106 located at Mankato State University.

Assistance to users is available at the Academic Computing Center, which will be moved to Brown Hall basement during Fall, 1975. A users' manual, describing the services available for the users, is available in the center. Potential users should discuss their problems with our personnel to insure the most effective use of the facilities. Account numbers for batch and time-sharing may be obtained by application to Academic Computing Services.

COURSE LOAD. The normal quarterly load for students is 16-18 quarter hours. Students whose cumulative honor point ratio is 3.0 or better may carry a maximum of 20 quarter hours. Students whose cumulative honor point ratio is between 2.0 and 3.0 may be granted permission to carry 19 or 20 quarter hours by the college deans in exceptional cases. A student will not be allowed to carry more than 20 quarter hours during any one quarter except when graduation is imminent. During the summer terms the normal load is 8 or 9 quarter hours, with 10 quarter hours the maximum number allowed, except when graduation is imminent.

FACULTY LOAD AND HOURS. The typical teaching load is 12 quarter hours or the equivalent in other assigned responsibilities. Each member of the teaching faculty is expected to be in his/her office at least one hour per day, Monday through Friday. Office hours must be posted for the information of students and colleagues. On registration day prior to the opening of each quarter faculty office hours are 8 a.m. to 3 p.m.

GRADES. The five-letter grading system is used: A,B,C,D,E. While at the end of each quarter staff members are called upon to report the grades assigned for each class during the quarter, no attempt is made to standardize the grading system. A student whose work is incomplete at the end of the quarter is recorded as incomplete and must remove the incomplete within one quarter. Students receiving an incomplete during Spring Quarter have until the end of Fall Quarter to remove the incomplete. A grade of "E" is recorded if the incomplete is not removed. An incomplete should be given only when the student's performance in a course is satisfactory and when, for good reason, the student is not able to finish the work of the course by the end of the quarter or summer terms. In no case should the incomplete be given in lieu of an unsatisfactory grade for the student who simply fails to complete the course requirements or who stops attending the course.

Students who register for a course but do not attend class and do not officially withdraw from it will be given a grade of "E". A grade of "X" will be given to a student who is in the process of taking a course which extends over more than one quarter. In a few courses -- student teaching, activity courses, debate, music the grades of "S" (satisfactory) or "U" (unsatisfactory) are given. Under certain conditions, defined in the Undergraduate Bulletin, courses may be repeated. Only the last grade counts in the calculation of the honor point ratio when a course is repeated.

INDIVIDUAL STUDY OPPORTUNITIES. Recognizing the variety of student backgrounds, aptitudes, and achievements, the university provides a broad spectrum of individual study opportunities; high school students of extraordinary ability may take university courses which will be credited upon enrollment; advanced placement is possible through either departmental programs or the College Entrance Examination Board Advanced Placement Program; 48 quarter hours may be earned by proficiency examination; at department discretion, the major or minor requirements of a student may be adjusted to better serve his academic program.

HONORS PROGRAM. The university offers a university-wide, four-year Liberal Studies Curriculum emphasizing seminars and interdisciplinary colloquia for superior students. Students admitted to the Honors Programs follow this curriculum in lieu of the general education program. Faculty members are encouraged to nominate outstanding students for admission. Information is available from the Assistant Vice President for Academic Affairs.

THE UNIVERSITY JUDICIAL COMMITTEE. The university has an obligation to clarify those standards of behavior which it considers essential to its educational mission and to its community life. Each student is expected to hold to the strictest standards of honesty in academic work. The University Judicial Committee is charged with the responsibility of maintaining the university's standards of integrity by taking appropriate action in instances of academic dishonesty referred to it by the faculty. It has authority to place a student on disciplinary probation, suspend him/her from the university, or to impose any other measures warranted by his/her behavior.

Faculty referrals to the University Judicial Committee are initiated through the Vice President for Student Life and Development. Members of this committee are four full-time faculty members and five full-time students carrying at least twelve credits. The Faculty Component Assembly elects two faculty members and the Student Component Assembly elects five students for membership. The President selects the committee's other two faculty members.

COMMENCEMENT

Commencement exercises are held at the end of each quarter. Faculty members wear academic apparel on this occasion. The faculty is represented on a rotating basis. All faculty members are invited to participate.

FACULTY-COMMUNITY RELATIONSHIPS

Members of the staff are encouraged to enter into the life of the community through civic and professional organizations. Faculty participation benefits the faculty member, the university and the community.

PROFESSIONAL MEETINGS. The university encourages faculty members to align themselves with professional organizations and to attend professional meetings. Permission to be absent to attend such conferences may be obtained from the dean of the college involved. The university does not bear any part of the expense unless the faculty member is sent as an official representative of the university or obtains prior approval for reimbursement from the university's faculty travel allowance for attending professional meetings.

FACULTY ORGANIZATIONS. The principle of faculty organization is approved by the State University Board. Faculty members are encouraged to join organizations concerned with the advancement of their profession or academic field.

CONTINUING EDUCATION

One of the fundamental goals of the university and a primary key to strong university-community relations lies in a comprehensive continuing education program which meets the needs of students who do not fit into the normal daytime program. These can be programs which are either offered at extension centers or on the campus, and which may be held at a variety of times to meet student needs.

Courses are conducted at various locations throughout the year, with assignment depending upon community needs and available faculty. In most cases, the instructor may volunteer to teach these courses as an "overload". Regularly employed faculty members with less than a full-time academic load on campus may be assigned extension courses as a part of the regular full-time academic load. Additional stipends to these persons are in accordance with State University Board Rules and Regulations.

GRADUATE EDUCATION

Many graduate degree programs are available to students at St. Cloud State University. These graduate programs are designed to take advantage of the increased maturity, richer background, stronger professional motivation, and greater range of intellectual interests that characterize students who are candidates for advanced degrees.

The university awards the Specialist degree in information media and educational administration, the Master of Arts, the Master of Business Administration, and the Master of Science degree.

The Master of Arts is accredited for the following majors: art, biology, English, history, and mathematics. The Master of Business Administration program provides opportunities for specialization in accounting, management, finance, marketing, and insurance and real estate. The Master of Science degree is designed primarily to prepare classroom teachers and school service personnel at both elementary and secondary levels. The M.S. programs are available in regular academic teaching fields, and in curriculum and instruction, information media, reading, special education, art, music, physical education, school counseling, employment counseling, rehabilitation counseling, speech and hearing therapy, and elementary and secondary school administration.

SUMMER SCHOOL

One Summer Quarter is conducted annually by St. Cloud State University. The Summer Quarter is divided into two five-week summer terms, but with courses varying in length of time from one to ten weeks. Generally, faculty are employed for only one five-week period; however, the university does not guarantee summer employment. Both undergraduate and graduate courses are offered during the Summer Quarter. First preference shall be given to faculty members who meet programmatic needs; second preference to those with tenure; and third preference to those who have achieved a satisfactory level of graduate preparation. Those teaching one term receive one-sixth of the nine-month salary up to a maximum of \$2,100 for Professor; \$1,900 for Associate Professor; \$1,700 for Assistant Professor; and \$1,650 for Instructor and Assistant Instructor.

OFFICE OF ADMISSIONS AND RECORDS

The Office of Admissions and Records is a service unit of the academic program and is directly responsible to the Vice President for Academic Affairs.

The office is primarily concerned with the following functions:

1. Registration and reporting class rosters to instructors.
2. Determining the admission status of new freshmen and transfer students and informing them of their admission status.
3. Evaluation of transfer credits.
4. Maintaining official academic records for the university.
5. Providing advisers with reports of student progress.
6. Certifying degrees, diplomas and teaching certificates.

Students are asked to supply their adviser with academic information when seeking assistance in planning their programs. If an adviser wishes additional information on these students, he may request transcripts from the Office of Admissions and Records.

CENTER FOR ECONOMIC EDUCATION

The Center provides an inter-school program that has a general objective: the improvement of undergraduate and graduate economic education programs at the elementary, secondary and college levels of instruction. The Center initiates research projects, participates in the planning of new academic programs and provides resource assistance to elementary and secondary schools in Central Minnesota. This office conducts special adult education courses and offers symposiums and inservice workshops in economic education for teachers and curriculum supervisors. The Center emphasizes the development and distribution of economics curricular materials for classroom use and provides assistance to outside professional groups and institutions concerned with economic education.

CENTRAL MINNESOTA HISTORICAL CENTER

The Central Minnesota Historical Center is a joint operation of St. Cloud State University and the Minnesota State Historical Society, located at the university. The purpose of the Center is to collect primary and secondary sources of history of Central Minnesota in order to preserve these materials and to make them available for the use of students, scholars and interested citizens.

Learning Resources Services

Learning Resources Services' main function is to provide the academic community with materials (both print and non-print). Facilities are located in Centennial Hall Learning Resources Center and Campus School Learning Resources Center. Closed circuit television installations are located in Campus School-College of Education and Centennial Learning Resources Center. Learning Resources Services provides circulation, production, distribution of materials and equipment.

Centennial Learning Resources Center has a seating capacity of approximately two thousand, an area and carrels for graduate study, a modern rear-screen projection system in three lecture-laboratory-classrooms, and individual, small group, or listening-viewing stations. The laboratories, classrooms, and offices for the Department of Library and Audiovisual Education are located on the first and second floors of the north end of the building. A lecture room is also available on the first floor to accommodate group meetings for lectures and orientation related to the Learning Resources Services.

HOURS

7:45 a.m.	-	11:00 p.m.	Monday through Thursday
7:45 a.m.	-	4:00 p.m.	Friday
9:00 a.m.	-	5:00 p.m.	Saturday
2:00 p.m.	-	10:00 p.m.	Sunday

Hours will be posted for holidays.

TELEPHONES

Information - 255-2084
Advising & Instructional Services Division - 255-2062
Production Services Division - 255-2068
Public Services Division - 255-2084
Technical Services Division - 255-2088
Television Services Division - 255-4248

THE DISTRIBUTION SECTION located on the main floor (Room 102) Learning Resources Center has available for use by faculty members the following materials and associated equipment: films, filmstrips, opaque and transparent pictures, projectors, recorders, records, record players, slides, tapes, portable videotape recorders, etc. There are a number of rooms on the campus for use of these materials and equipment. Ask your department chairperson or dean about the availability of these facilities for your instructional use.

RENTAL AND/OR FREE FILMS for use in instructional programs are ordered by the Distribution Section (Room 102, Telephone 2084) of the Public Services Division upon request of individual faculty members. It is recommended that when two or more individual faculty members are teaching several sections of a course they coordinate their requests for films and other materials to make maximum use of them. Order blanks for this purpose can be obtained from the Distribution Section. Information about films can be secured from the Distribution Section or from film catalogs and the Educational Media Index available in the Reference Room on the third floor. Questions concerning the use of materials and equipment should be directed to the Distribution Section.

PRINT COLLECTION includes over 400,000 volumes, plus selected federal and state government publications, over 2,000 leading magazines and newspapers, as well as an outstanding collection of bound periodicals--all of which make up an excellent working collection of materials to support the collegiate instructional program.

All materials are indexed in the card catalog so that the prospective reader may easily locate desired information. Supplemental indexes are in the periodicals section for use in locating materials in the periodicals listed in the indexes. Special collections include Archives and Manuscripts, Documents (federal & state), Historical, Oral History, and Rare Books. Items in Special Collections are indexed in the card catalog. The Central Minnesota Historical Center is located in the Special Collections area.

TELEVISION facilities are available on campus in the Education Building-Campus School Building and the Learning Resources Center for producing and videotaping instructional materials. Viewing rooms for television materials are available in the academic buildings on campus. Public telecasts are produced in the studios for the university and the community through General Cablevision service to the community. For any and all on-campus audio and video recordings of speakers, the person requesting such services must secure the written permission on a clearance form from those persons who are to be taped. Clearance forms may be picked up from the Television Services Division office in Centennial Hall and returned to the supervisor before any requests can be processed. After the request is approved the faculty member requesting the service will be notified as to the Production Center that will handle the program.

SPECIAL SERVICES. Requests for new materials are submitted to department chairpersons, who forward them via the college dean to the Dean of Learning Resources. Faculty members are notified when these new materials are available by the "green ticket" via department chairpersons. Recommendations for new titles of periodicals should be made through department chairpersons and college deans.

Books may be borrowed from other libraries for the use of faculty, on an interlibrary loan basis. St. Cloud State University is participating in a project using the MINITEX system of obtaining materials (by teletype) from the University of Minnesota Library. This should assist in more prompt delivery of materials for use by faculty and students. The secretary in the Public Services Division will request these loans for the faculty member.

Individual faculty members may check out books for their use (never to a department, college, or office). Faculty members are expected to observe the usual rules of returning books checked out to them. When so requested, books may be checked out for an academic quarter; however, they are expected to be returned by the end of the week before final examination week. Microform Readers and Reader-Printers are available for use in the Periodicals Section of the Public Services Division and in other heavy-use locations.

THOMAS J. GRAY CAMPUS SCHOOL LEARNING RESOURCES CENTER. The Campus School Learning Resources Center has a well-balanced, carefully selected collection of books, records, filmstrips, and other resource materials for enriching the school's curriculum and for meeting the needs of individuals and groups. The collection includes more than 16,000 books, 2,100 pamphlets, 500 filmstrips, and 75 magazines. These materials are fully cataloged and indexed.

The Campus School Learning Resources Center is primarily for the use of the pupils, the teaching staff, and the student teachers of the Campus School. However, students enrolled in the College of Education, especially those taking courses in the Department of Library and Audiovisual Education, are encouraged to use it and become familiar with the physical arrangements and resources. University students may observe the progression of skills of pupils at different grade levels who use materials for information, enjoyment, independent study, or research.

University And Faculty Services

Responsible to the Vice President for Administrative Affairs are the university Business Manager, Personnel Officer, and the Directors of Auxiliary Services, Computer Services, and Institutional Research.

TELEPHONES

LOCAL CALLS. The university's telephone system permits local calls by direct dialing. To reach other campus offices, residence halls and student rooms in Stearns, Holes, Mitchell, Sherburne, and Benton residence halls, dial the listed four-digit extension number. To reach St. Cloud Area numbers, dial 9, then dial the listed seven-digit number.

LONG DISTANCE CALLS. Four type of long distance calls may be made without obtaining prior approval.

To reach the State University Board Office and State of Minnesota offices in St. Paul and Minneapolis, dial 8 and the listed four-digit number. (Numbers for these offices may be obtained by dialing 8 and 6013). To reach numbers in the Minneapolis, St. Paul metropolitan area only, dial 8, then 9, and the listed seven-digit number.

To reach other numbers in Minnesota outside the Twin Cities and suburban area, dial 5, for the WATS Line. Give the operator the following information: your name and St. Cloud State University. When authorization is granted, dial 1, area code (if different from 612) and the seven-digit number.

To reach office numbers at other state universities, call the following numbers:

Bemidji	8-110-0	Moorhead	8-108-0
Mankato	8-104-2463	Winona	8-103-6-0
Southwest	8-105-0	Metropolitan	8-3875

If you cannot secure the WATS operator after several attempts, you may, with approval, complete the call either through the long distance operator (dial 9 and 0) or by direct dialing. It is important that you check with your department chairperson, college dean, or vice president regarding procedures for your unit.

PHONE INSTALLATIONS. Requests for changing or installing new telephones must be made through Auxiliary Services.

TRAVEL AND USE OF UNIVERSITY CARS

Faculty members may be paid mileage to other than local places if they have been designated to represent the university on state business, providing funds are available. Requests for travel expenses are made through

the department chairperson or director prior to the trip. Claim forms for approved travel must be submitted to the Business Office at the end of the month. All reimbursements for public transportation, hotels, registration fees, etc., must be supported by receipts. Please refer to the St. Cloud State University Procedures Manual for specific guidelines in completing required claim forms for travel related reimbursements.

Maximum reimbursement allowed for meals is as follows:

WITHIN MINNESOTA		OUT-OF-STATE AND ON TRAIN	
Breakfast	\$2.25	Breakfast	\$3.00
Lunch	\$2.75	Lunch	\$3.50
Dinner	\$5.50	Dinner	\$7.50

Reimbursement for meals is made only on the following conditions: Breakfast--if the employee left his home before 6 a.m.; dinner--if the employee returned to his home after 7 p.m.; noon meals are reimbursed only if the faculty member remained overnight. Reimbursement for in-state travel registration fees or special expenses must receive prior approval from the department chairperson, director, or vice president. After approval has been granted, five copies of Admin. Form 435 must be prepared and forwarded to the Office of Administrative Affairs at least fifteen days in advance of the date on which special expense is to be incurred.

USE OF UNIVERSITY CARS. University cars may be used only for official university business. Arrangements for using a university car can be made by checking the reservation schedule at Auxiliary Services well in advance of the date on which the car is needed. The faculty member's car may be parked at the Maintenance Building in the space vacated by the university car. Keys must be returned to Auxiliary Services or deposited in a marked slot at the Maintenance Building promptly after a trip. Attendants fill university cars with gas at the Maintenance Building. Information on how to obtain gas and oil for university cars on a trip is available at Auxiliary Services.

AUXILIARY SERVICES

The Auxiliary Services Office is responsible for the maintenance and security of the university's buildings and land areas. This office advises the Vice President for Administrative Affairs regarding the care, maintenance and operation of university equipment and facilities and carries out policies formulated by the President and Vice President of Administrative Affairs.

CLASSROOM AND OFFICE FURNITURE. Furniture and equipment is not to be moved from one room to another without clearance from Auxiliary Services, who will actually move the furniture and make new changes on the inventory lists. Requests for proposed use, transfer or construction of university facilities other than routine utilization must be cleared through the dean of the college, the Vice President for Academic Affairs and Auxiliary Services.

PARKING. Parking space by permit is provided for faculty members in designated areas near most campus buildings. All full-time faculty and staff who operate and park a motor vehicle on university property at any time shall register it with Auxiliary Services and purchase a permit. Parking permits are \$15 for the full year. The permit authorizes parking in designated areas only. Obtain permits and additional information from Auxiliary Services.

Guest permits are also available for faculty guests on campus. They may be obtained at Auxiliary Services. Informing your guests where to obtain a permit or securing the permit for them is your obligation if we are to insure good public relations for the university.

KEYS. A faculty member may obtain keys for his office and office building by applying to the building coordinator. The coordinator's written authorization must be taken to Auxiliary Services where keys are issued.

University keys are to be returned to Auxiliary Services when the faculty member terminates his university duties, or departs for an extended absence or leave.

MAIL. Each building has a distribution system for both U.S. mail and campus mail. Mail is delivered and picked up twice a day, Monday through Friday. Personal U.S. mail must carry adequate postage. Intra-campus mail should be sent in reusable brown envelopes available at the Business Office or in letter sized envelopes marked "Campus Use Only." Envelopes which have the St. Cloud State University seal should never be used for intra-campus mailings as postage on them has been prepaid. A post office sub-station is located in the university bookstore, Stewart Hall basement.

CAMPUS SECURITY. Campus security personnel are on duty at all times. Faculty members needing security assistance on campus should call Auxiliary Services at 2266 (after hours call 3166) rather than the city police station.

BUSINESS OFFICE

REQUISITIONING SUPPLIES AND REPAIR OF EQUIPMENT. Requisitions for equipment and supplies are made on an Internal Requisition form through the department chairperson and forwarded to the Business Office. Materials will be delivered upon arrival.

Standard office supplies may be obtained at Central Stores upon completion of Central Stores Office Supplies form available there. Emergency purchases require Internal Requisitions signed by the department chairperson. The Internal Requisition must be presented to the Business Office prior to the time of purchase. A purchase order will be issued to be presented to the vendor for his signature at the time of delivery.

Requests for repairs on office and instructional equipment should be submitted on the Internal Requisition form as needed. Requisitions for repairs are processed the same as requisitions for equipment and supplies. For additional information, check with the department chairperson or the Business Office.

CAMPUS DEVELOPMENT

The Vice President for Administrative Affairs, in conjunction with campus planning committees, supervises plans for the expansion and development of the university's buildings and land areas. Policies regarding space utilization, construction, remodeling, traffic, parking, utilities, etc., are under the Vice President's jurisdiction.

UNIVERSITY PROPERTIES. Now engaged in a broad expansion program, the university is building a campus which will include property from the Mississippi River west beyond Fourth Avenue and from Fourth Street south to Thirteenth Street.

The university's 895 acres, includes 70 acres on the main campus west of the river; 14 acres on the east side of the river (the site of Selke Athletic Field); and the following educational and recreational properties: (1) the east side quarry area consisting of 60 acres of woods and pools; (2) the east side Talahi Woods of 30 acres presented by the Alumni Association; (3) the university islands in the Mississippi River, called the Beaver Islands; (4) 80 acres recently given to the university by Dr. and Mrs. Walter Gaumnitz and by Mr. Joy Probasco; (5) 655 acres recently transferred from the St. Cloud State Reformatory holdings to the custody of St. Cloud State University.

Two blocks of property between Third and Fourth Avenue and Thirteenth and Fifteenth Street are leased by the university from Northern States Power Company as an automobile storage-parking area.

COMPUTER CENTER

The Computer Center serves as an administrative facility for the state university system, but locally it provides both academic and administrative services. The administrative computer is a Univac-1106 with large mass storage (tape and disk) capacity. It is accessed by medium speed remote terminals located at the other state universities. Time-sharing with multi-language capability and an extensive program library is provided by a CDC-6400 located at the University of Minnesota. Local time-sharing using FOCAL language is provided by a small DEC PDP-8 computer. Academic batch processing is accomplished through a terminal to a Univac-1106 located at Mankato State University. Test scoring and analysis service is provided locally. Limited assistance to users is available at the Computer Center. Potential users should discuss their problems with Computer Services personnel to insure most effective use of facilities.

Requests for all services must be accompanied by a properly completed job request form. Account numbers for batch and time-sharing may be obtained by application to Computer Services.

INSTITUTIONAL RESEARCH

The primary function of the Office of Institutional Research is to obtain information necessary to make administrative decisions essential to the continued growth and development of the university. This includes the collection, analysis and interpretation of data. The office maintains a current file of institutional information obtained through research and questionnaires related to the organization and function of the university. This office also advises faculty in the conduct of their research and serves as the university's liaison with other institutions and professional groups in conducting research and exchanging information. In addition, this office has responsibility for the coordination of federal and state grants for the university. Working closely with computer service personnel, the Office of Institutional Research participates in the design, development, and implementation of computer information systems and report applications: particularly in the areas of student enrollment, facilities, and personnel.

PRINTING SERVICES

Printing Services is the on-campus printing department designed as a central duplicating, xeroxing and printing facility for university-related materials only. No off-campus printing jobs will be accepted.

Printing Requisitions (four-part carbonless form 5 1/2" x 8 1/2"), which are available at Central Stores, must be submitted with any work to be completed. The requisition must be signed by a department chairperson or authorized administrator for any state job. All student requisitions must be signed by an adviser or instructor. Printing Services will not handle any student publications.

The main processes available are:

1. Offset Duplicating: this type of duplicating should be used for class handouts, information sheets, tests, existing copy (e.g. magazine articles, books.) Copy that is not already printed must be typed on regular bond paper.
2. Xerox: for low volume (8 or fewer pages).
3. Collating and Stapling (gathering of papers) will be completed if the request is made on the requisition. More time will be needed if collating and stapling is required.
4. Quality Offset Printing: e.g. for brochures, pamphlets, booklets. This type of material is usually designed for off-campus distribution and must be submitted to the Director of Publications. Allow six to eight weeks during non-rush periods. For delivery during rush periods (i.e. Jan, Feb, March) please contact the publications director to determine length of lead time necessary for delivery by a certain date.
5. Copyright Materials: the legal maximum amount permissible for reproduction is 15 pages. If more than 15 pages must be reproduced, the publisher must so authorize in writing. Books will not be reproduced in any quantity.

BOOKSTORE

The Bookstore is located in the basement of Stewart Hall and is open weekdays, 8:00 a.m. to 5:00 p.m. (until 4:00 p.m. on Fridays), with extended hours the first week of each quarter. The store features a wide selection of hardcover and paperback books, as well as magazines, gift items and supplies. Also located there are a postal sub-station and special order service. Xerox copy service is available in the Bookstore manager's office, Room 11, Stewart Hall. The art shop in Stewart Hall basement has essential supplies for art classes plus hobby and craft items.

Desk copies of textbooks should be ordered directly from the publishers. The Bookstore has available special desk copy request forms and publishers' directories, should you desire to use them.

The Bookstore is managed by Dick Ward; text manager is Toy Ward; trade manager is Lois Melin. Telephone extension is 2139.

Student Life And Development

Responsible to the Vice President for Student Life and Development are two associate deans, minority student adviser, and the directors of Counseling Services, Student Activities, Financial Aids, Student Housing, Student Health Service and Atwood Center.

The Office of Student Life and Development in Atwood Center provides service to supplement the academic program. Services include orientation of new students, general counseling with students, part-time student employment, work study programs, loans, scholarships, veterans' affairs, assistance to students seeking graduate fellowships at other institutions, foreign student assistance, and general student welfare.

COUNSELING CENTER

The Counseling Center offers a number of professional services which are available to both students and faculty at St. Cloud State University. These services include both group and individual counseling for vocational, educational and personal-social concerns. In addition, the Counseling Center supports a program of reading and study skills development. The center is responsive to the referral, by faculty, of students who are in need of problem identification and/or problem solving assistance. While the center does not define its role in a curricular sense, it does believe that a number of academically-related student difficulties can be eliminated by successful resolution of their non-academic bases. Telephone extension is 3171.

STUDENT HEALTH SERVICE

Financed by student health fees, provides medical services only to students. However, first aid will be given faculty members in an extreme emergency. The Health Service is located on the first floor of Hill Hall.

FACULTY FINANCIAL SERVICE

A representative of the State Capitol Credit Union is available for consultation in the University Housing Office. The university approves payroll deductions for deposits or loan repayments.

HOUSING

The University Housing Office has the primary responsibility for providing on-campus housing for approximately 2,800 students during the academic year. Listings of private homes for rent or sale are available to all faculty members. Additionally, faculty members holding workshops during the summer months should contact the Housing Office concerning available housing for their groups. For information concerning available housing, call extension 2166.

ATWOOD CENTER

Atwood Center provides faculty and students with facilities for meetings, recreation, and dining. The center is designed for both co-curricular and extra-curricular activities. Room reservations may be made at the main desk or by calling extension 2202.

STUDENT ACTIVITIES

The Director of Student Activities is responsible for coordinating a well-rounded student-oriented activities program as well as acting as a resource person for student organizations, faculty and members of the community who would like to program any activities on campus. These include major lectures, visiting professors series, classical concerts, pop concerts, Fine Arts Festival and such campus-wide events as Homecoming, Sno-Daze, May Daze. All these events are scheduled by the Major Events Council, a student organization with faculty advisers appointed by the President. The Office of Student Activities coordinates the Major Events Council and encourages faculty members who would like assistance in planning activities to contact the Student Activities Office located in Atwood Center.

CONCERTS. The university's major rock concerts and several main lectures are held in the main gym of Halenbeck Hall (seating capacity 7,500). The St. Cloud State University Performing Artist Series is held in the Stewart Hall Auditorium (seating capacity 1,200). Both the rock concerts and Performing Artist Series require tickets for reserved and general admission. The date, time, and place of event will be publicized in advance through the college newspaper and media.

The Major Events Council (MEC) and Atwood Board of Governors (ABOG) sponsor most social, recreational, cultural and educational events for this campus. These activities not only appeal to our students, faculty and administration, but have created much interest and support from the St. Cloud community.

LECTURES. The major lectures are presented, at no cost, to students, faculty and the community and are sponsored primarily by the Major Events Council. Also, the Visiting Professor Series and the Winter Economic Institute bring outstanding educators to the campus for special interest lectures, seminars and discussions. For additional information, contact the Student Activities Office or Major Events Council.

FACULTY ACTIVITY CARD. Faculty members may purchase faculty activity cards at the Faculty Post Office in the Administrative Services Building (\$1.00 each) for themselves and family members. The card provides admission to some athletic events and university theatre productions at no cost. Tickets for these events are available at the Athletic Department, Halenbeck Hall, and the Theatre Department ticket office in the Performing Arts Center.

ATHLETIC EVENTS

St. Cloud State University is a member of the Northern Intercollegiate Conference (NIC), which also includes teams from Southwest, Winona, Moorhead, Bemidji, Michigan Tech and the University of Minnesota, Morris. St. Cloud participates in 12 varsity sports--football, cross country, basketball, hockey, indoor track, wrestling, gymnastics, swimming, golf, tennis, baseball, and outdoor track. Football games are played at Selke Field, hockey games at Municipal Arena, and baseball games at Municipal Stadium. Indoor athletic events are held in Halenbeck Hall.

MUSIC

The Department of Music offers an academic year of student and faculty recitals and concerts presented by the bands, orchestra, choirs, choral and instrumental ensembles. The department sponsors guest recitals and concerts held in the Recital Hall of the Performing Arts Center, the Performing Arts Theatre, and Stewart Hall Auditorium. In addition, the Opera Theatre offers several performances throughout the year. The department is fully accredited by the National Association of Schools of Music.

THEATRE

The University Theatre presents several plays and musicals during the academic year. Reserved seat tickets normally are available to faculty without charge upon presentation of an activity card. Tickets may be obtained at the ticket office in the Performing Arts Center prior to each production.

Plays are also presented during both summer terms.

Master Calendar

St. Cloud State University campus facilities are intended primarily for educational use. Most facilities are available at all times for formal instruction as well as for university-sponsored educational activities that contribute to the intellectual and cultural growth of students. Facilities may be used for other purposes if certain conditions are agreed upon in advance by sponsoring groups. It is recommended that major university events be scheduled throughout each quarter rather than several in one week so that student participation can be encouraged while allowing adequate study time. The Master Calendar is maintained in the Student Life and Development Office, Room 142, Atwood Center.

The purpose of the Master Calendar is to avoid conflicts in dates and facilities for activities and events outside the academic calendar. This is accomplished through:

1. Reservation of dates for all group meetings on campus.
2. Coordination of events on campus to avoid conflicts in the use of facilities.
3. Centralization of information about campus events to provide a comprehensive view of programming and facility utilization.

SPONSORSHIP. St. Cloud State University or one of its components must sponsor or co-sponsor events that take place in its facilities, except that off-campus groups may use university facilities without university sponsorship subject to the approval of the Master Calendar Committee. University sponsorship may come from an academic department, administrative office or a student or faculty organization.

Groups with a record of conducting activities resulting in disorderly conduct or not meeting financial obligations may be denied the use of university facilities.

PRIORITIES. Listings for the use of university buildings and facilities are to be filed with the Master Calendar Coordinator for all campus events, such as Homecoming, athletic programs, theatre and music productions, etc.

Political events, except caucuses and conventions, which are held in university facilities are required to:

1. Be sponsored by a recognized campus organization, such as the YDFL or YGOP.
2. Obtain approval for the use of a facility in accordance with the established priority system.
3. Agree to pay the appropriate fees.
4. Abide by the guidelines established for the use of campus facilities.

The following priorities are recommended in making reservations on the Master Calendar:

ON-CAMPUS GROUPS. (Facility reservation forms are available in the Student Life and Development Office.)

1. Academic Calendar (including registration dates, exam schedules and commencement).
2. Departmental Schedules (including athletic programs, theatre and music productions and student teaching conferences).
3. Major All-University Events (including concerts and lectures and special seasonal activities, such as Homecoming, Sno-Daze and May Daze).
4. Minor All-University Events (scheduled along with student and faculty sponsored groups according to the best space available for the audience and time requested).
5. Fund-Raising Activities (sponsored by campus organizations, providing that no academic or co-curricular activities are disrupted. Mandatory donations are considered to be fund raising).

OFF-CAMPUS GROUPS. (Facility reservation forms are available at Information Services.) Requests for the use of Atwood Center should be made to the Atwood Center Director. Requests for the use of university facilities by non-university groups will be considered when comparable facilities are not available in the community and no major university functions are scheduled for those facilities.

Any organization sponsoring an event requiring an admission charge or a mandatory donation with the intention of making a profit must gain approval according to established guidelines.

Off-campus groups are ranked in the following priority order:

1. Education Group - Any organization meeting for educational purposes.
2. Governmental Agency (provided the meeting is for official governmental business).
3. Political Group - Caucuses, conventions and other recognized party activities involved in the democratic electoral process. (Other political activities, such as speeches by candidates for public office, require the sponsorship of a student organization.)
4. Non-Profit Service Group - Special large group meetings or programs not held on a regular basis.
5. Profit-Seeking Groups.

FEES. Student groups sponsoring fund-raising activities and off-campus groups are charged rental fees for using university facilities. They must make appropriate advance deposits as designated by established guidelines.

Adequate liability and public property insurance may be required of an off-campus group meeting on the campus. The university's liability is consistent with state law and State University Board rules and regulations regarding the use of state facilities.

PROCEDURE. For annual events, a tentative request for a date and a facility must be made during the preceding Spring Quarter. Only major events can be scheduled more than a year in advance. If conflicts for dates or facilities arise, a scheduling meeting will be held. If the organizations involved cannot resolve the conflict, an appeal may be made to the Master Calendar Committee. If a conflict arises in scheduling classroom space by an academic department and an organization for other than instructional use, the Vice President for Academic Affairs will determine if the academic department has priority.

Tentative annual events will be confirmed and dates of events distributed to those administrative offices involved with special services by the Master Calendar Coordinator's Office, Room 142, Atwood Center.

QUARTERLY CONFIRMATION. Student and faculty interest or membership groups must confirm reserved facilities each quarter. If a group fails to use a reserved facility regularly, the remaining dates will be cancelled following notification by the Master Calendar Coordinator's Office.

FACILITY RESERVATION FORMS. One month prior to a scheduled event the Master Calendar Coordinator's Office will request a set of Facility Reservation Forms. Two weeks prior to the scheduled event, these forms must be returned to the office approved by the following special services as they apply: Student Activities, Atwood Center, Learning Resources Services Public Services Division, Auxiliary Services, Food Services, Housing Office and Information Services. If a facility requires no special set-up it will be confirmed immediately by the Master Calendar Coordinator.

Appeals of decision based on these guidelines may be directed to the Master Calendar Committee.

FOOD SERVICE POLICY

1. Every group requesting meal service must be ready to signify a guaranteed number of people to be fed.
2. Should the group fail to reach the guaranteed number, it shall be necessary to charge for the guaranteed amount.
3. Ten per cent in excess of any group's guarantee can be seated and served within the limits of the building or room in which service is provided.

Institutional Relations

Offices included in Institutional Relations and Development are Alumni, Information Services and Public Relations, Career Planning and Placement, and High School and Community College Relations.

ALUMNI ASSOCIATION

The Alumni Association was established in 1881 to serve as an employment agency for university graduates seeking employment. Since then, it has become the major link of communication between the university and its graduates.

The purpose of the Alumni Association is to provide mutually beneficial services to the graduates and to the university.

Some of the activities in which the Alumni Association is currently involved include a fall alumni homecoming, a distinguished alumni recognition program, a student scholarship program, a student campus visitation program, special activities for young alumni, an Alumni Association image improvement study, the collecting and cataloging of materials authored by alumni, a program to conserve the real estate owned by the Alumni Association, a university-wide financial support program, class reunions, and area chapter gatherings.

CAREER PLANNING AND PLACEMENT OFFICE

The main purpose of this office is to collect and maintain an up-to-date placement credential file for as many graduates as possible. This file is designed to assist graduates in securing employment or advanced training either immediately after graduation or at some time in the future when they may have reason to want this assistance.

Because faculty recommendations constitute an important part of the placement file, it is important that these recommendations be completed and placed on file as soon as possible during the candidate's senior year. It is also important that they be carefully written and grammatically correct because they are copied, "as is" by xerox equipment for forwarding to prospective employers. These will help the student most if they could be typed in the department before being sent to the Placement Office.

Many employers have expressed appreciation because faculty members on our campus take their recommendation writing seriously and most write with some depth of understanding about the individual students they have observed.

This assistance in helping to serve the students is extremely important. In times of limited employment opportunities it becomes especially important. Writing a recommendation for a student, and filing it in the Placement Office, fulfills the obligation for the student for all time. It is not necessary to rewrite a recommendation every time the student may apply for a different position.

Data is compiled that can assist some faculty in teaching classes, especially if the syllabus contains elements concerning employment, contracts, salary trends, career planning, letters of application, resumes, school information, business information, etc. Personnel from this office are willing to appear before classes, clubs, or other groups to present information dealing with these related subjects.

This office also receives and keeps available information on openings in higher education that may be of interest to faculty should they consider leaving St. Cloud.

INFORMATION SERVICES AND PUBLIC RELATIONS

As a public, tax-supported institution of higher education, St. Cloud State University has an obligation to keep various publics informed about its programs and services. This office serves as the official news agency for the university, disseminating information of general interest about the university, its students and its faculty and staff to newspapers, radio and television stations, periodicals and special interest groups. It also prepares official university publications, helps plan, coordinate and publicize special university events, and schedules facilities for use by off-campus groups. In addition, the office publishes faculty and staff newsletters, helps promote and publicize university athletic activities, provides official university photographs, and maintains a file of photographs for use in publicity and publications.

PUBLICITY. Faculty members can help this office in its news coverage by reporting such activities as new academic programs and services, guest speakers, special workshops and conferences, research findings and the awarding of state and federal grants. Priority is given to those items of interest and significance to the greatest number of people.

To keep news coverage timely, faculty members are asked to notify the News Editor prior to scheduled events rather than afterwards. On occasion, faculty members are requested to appear on area radio and television public service programs.

While major developments at the university and individual accomplishments of faculty members are important, emphasis also is given to news releases and photographs for the news media in the home towns of students recognized for honors or participation in activities.

News items for campus or general news media distribution should be sent or phoned to Information Services, Administrative Services Building, Ext. 3151.

PUBLICATIONS. All official university publications and printed matter beyond routine forms are coordinated through the Publications Editor. The editor provides assistance in layout, typography, use of illustrations, copy editing and other technical matters regarding publications.

Printing orders for such publications as brochures, programs, announcements, booklets or newsletters are to be processed through the Publications Editor regardless of where they are to be printed. Budget approval from department chairpersons, deans or directors must be obtained before copy is submitted.

Because of increasing demands for printed materials and higher printing costs, a priority system has been established for publications. Top priority is given to all-university publications essential to the

academic program. Second priority covers all-university information publications for students and prospective students. Third priority includes publications providing information about new academic programs or significant changes in existing programs. Fourth priority goes to publications providing information pertaining to specific colleges and departments.

Whatever the publication, the editor should be consulted as far ahead as possible. Normally, six to eight weeks are required to produce most publications. During peak periods and for complex publications, the editor may stipulate a longer period of time.

If the publication is to be printed off campus, a printer must be selected through competitive bidding after a requisition is processed by the Business Office. The Publications Editor is responsible for bid specifications and final preparation of copy and layout. Dissemination of printed copies is the responsibility of the initiating department or office.

HIGH SCHOOL AND COMMUNITY COLLEGE RELATIONS

The office of High School and Community College Relations maintains contact with the high schools and community colleges in Minnesota. The primary responsibility of this office is to provide information about the university to prospective students, counselors, and principals. Campus tours for school groups and programs of mutual benefit to the university and area high schools are also arranged by this office.

State University Board

Frank G. Chesley, President
Red Wing

Arnold C. Anderson, Vice President and Treasurer
Montevideo

Howard B. Casmey, Secretary
St. Paul

Thomas P. Coughlan
Mankato

Robert W. Irvine
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Timothy J. Penny
Walters

Mary T. Phillips
St. Paul

Orrin V. Rinke
Sauk Rapids

Kennon V. Rothchild
Mahtomedi

G. Theodore Mitau, Chancellor
St. Paul

Administrative and Service Offices

	LOCATION	PHONE
President: Charles J. Graham	AS 200	2122
Assistant to the President: Terry Montgomery	AS 210	2214
Special Assistant to the President: Robert Becker	AS 209	3117
Academic Affairs Vice President: Lowell Gillett (acting)	AS 204	3143
Assistant Vice President: Paul Gilbert	AS 204	3143
Assistant to the Vice President: James Kitchen	AS 204	3143
Academic Computer Center Director: Randy Kolb	CH 37	2065
External Studies Coordinator:	WH 202	3081
Continuing Education Director: Howard Weise	WH 202	3081
College of Business Dean: James Marmas	BB 124	3213
College of Education Dean: Kenneth Ames	EB A-113	3023
College of Fine Arts Dean: Beresford Menagh	KVAC 111	3093
College of Industry Dean: Alfred Lease	HH 216	3137
College of Liberal Arts & Sciences Dean: Warren Armstrong	LH-A	2192
School of Graduate Studies Dean: Vernon Ludeman (acting)	AS 116	2113
Admissions & Records Director: Keith Rauch	AS 117	2111
Registrar: Myron Umerski	AS 117	2111
Admissions Counselor: David Ellens	AS 117	2111
Learning Resources Dean: Luther Brown	CH 114	2022
Center for Economic Education Director: Andrew Nappi	BB 110	2157
Central Minnesota Historical Center Director: Calvin Gower	LH 34	2003
Administrative Affairs Vice President: William Radovich	AS 205	2286
Assistant to the Vice President: Cris Kelley	AS 205	2286
Auxiliary Services Director: Thomas Braun	AS 106	2266
Campus Maintenance: Hugo Swanson	MB	3166
Business Manager: Nicholas LaFontaine	AS 122	3133
Administrative Computer Services Director: Curtis Ghylin	CH 37	2065
Institutional Research Director: Paul Ingwell	AS 209	3117
Personnel Officer: Maurice Smith	AS 124	3203
Printing Services Director: Darwin Erickson (acting)	HH 113	2105
Development & Institutional Relations Vice President: Terry Montgomery	AS 210	2214
Alumni Affairs Director: Richard Kisch	AH	4241
Career Planning & Placement Director: Walter Larson	AS 101	2151
High School & Community College Relations Director: Sherwood Reid	AS 115	2243
Information Services Director: Ray Rowland	AS 207	3151
News Editor: Sharon Deane	AS 207	3151
Photographer: Robert Mackert	AS 207	3151
Publications Editor: Peggy Meyer	AS 207	3151
Sports Information:	HaH 228	2182
Student Life & Development Vice President: David Sprague	AC 142	3111
Associate Dean of Students: Patricia Potter	AC 142	3111
Associate Dean of Students: David Munger	AC 142	3111
Atwood Center Director: Gary Bartlett	AC 117	2202
Program Director: Pat Krueger	AC 220	2202
Counseling Services Director: Willard Kalash	SH 110	3171
Financial Aids Director: Milford Johnson	AS 121	2047
Health Services	HiH	3191
Medical Director: Michael Gregg	HiH	3191
Administrative Director: Ramona Yunger	HiH	3191
Housing Coordinator: John Rock	CrH	2166
Residence Hall Programs Director: Michael Hayman	CrH	2166
Minority Student Adviser: James Kitchen	MH Bsmt.	4149
Student Activities Director: Brenton Steele	AC 222	2205
Distinguished Service Professor: Robert Wick	WH 102	3067

BUILDING ABBREVIATIONS

AH - Alumni House	EH - Eastman Hall	MB - Maintenance Building
AC - Atwood Center	GC - Garvey Commons	MH - Mitchell Hall
AS - Administrative Services Building	HaH - Halenbeck Hall	PA - Performing Arts Center
BB - Business Building	HH - Headley Hall	SH - Stewart Hall
CrH - Carol Hall	HiH - Hill Hall	SmH - Shoemaker Hall
CH - Centennial Hall	KVAC - Kiehle Visual Arts Center	WH - Whitney House
EB - Education Building	LH - Lawrence Hall	